



TANZA WATER DISTRICT

INFRASTRUCTURE AND EQUIPMENT PREVENTIVE MAINTENANCE AND REPAIR CONTROL PROCEDURE

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Quality Management System Procedures

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TWD-QP-AGS-011

Rev. no.

Ø

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Prepared by:

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1.0 OBJECTIVE

This procedure is established to provide a systematic process of maintaining the operational condition of the TANZA WATER DISTRICT infrastructures (buildings, pumping stations) and equipment (IT equipment, machineries, office equipment and devices, furniture and fixtures, appurtenances and other property, plant and equipment) including vehicles and transportation equipment, to prolong and maximize their life span and functionalities.

2.0 SCOPE

This procedure covers the preventive maintenance activities and repair of infrastructures and equipment of the TANZA WATER DISTRICT.

3.0 DEFINITION OF TERMS

- 3.1 Infrastructures – include buildings and pumping stations equipment
- 3.2 Equipment - IT equipment, machineries, office equipment and devices, furniture and fixtures, appurtenances and other property, plant and equipment including vehicles and transportation equipment.
- 3.3 PM – Preventive Maintenance. An activity to be carried out to prevent or lessen the occurrences of infrastructure and equipment malfunction.
- 3.4 PM Checklist – a report being accomplished by the concerned personnel upon execution of maintenance in the equipment.
- 3.5 AGSD – Administrative and General Services Division.

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Equipment Commissioning Procedure
- 4.3 Procurement Control Procedure
- 4.4 Property Management Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Administrative and General Services Division shall be responsible to:
 - 5.1.1 Plan and implement the preventive maintenance of TWD infrastructures and equipment.

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5.1.2 Facilitate repair of TWD infrastructures and equipment whether by concerned personnel or external service providers.

5.2 The Division Manager of AGSD shall be responsible ..

5.2.1 Analyze data/information regarding the condition of a particular equipment or appurtenances for the reliability of operation.


5.3 The General Manager shall be responsible for the approval of the final action to be taken regarding the condition of particular equipment and appurtenances.

5.4 The Division Managers of the concerned division who has the major responsibility over the assigned infrastructures and equipment shall be responsible for the actual conduct of preventive maintenance and repair whether by concerned personnel or external service providers.

6.0 PROCEDURE DETAILS

6.1 Preventive Maintenance Process

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Preventive Maintenance Schedule</div>	AGSD	Shall prepare the Preventive Maintenance Schedule. <i>Note:</i> If the equipment is not available for the conduct of preventive maintenance as per schedule, an Equipment Preventive Maintenance Waiver shall be accomplished to record the reason for the deferment. (e.g. equipment is urgently needed during operation)	Preventive Maintenance Schedule Equipment Preventive Maintenance Waiver
<div>PM Checking</div>	AGSD	Shall oversee the implementation of the preventive maintenance. <i>Note:</i> If preventive maintenance can be done by employees of TWD, schedule and coordinate with the Division Manager of the concerned division and seek approval to allow such employee to be pulled-out of his usual work assignments. If preventive maintenance and repair shall be done by external parties, contact and coordinate with the representative and discuss terms and conditions for the services to be rendered.	Preventive Maintenance Checklist
<div>A</div>			

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<div> <div>A</div> <div>Recording and Monitoring</div> <div>End</div> </div>			
	AGSD	Shall update the Infrastructure and Equipment History Record after preventive maintenance has been conducted.	Infrastructure and Equipment History Record

6.2 Repair Control Process

Process Flow	In-charge	Process Description	Records
Start			
Notification	Concerned Division / Employees	Shall notify the AGSD about the problem or malfunction detected on a particular equipment using the Trouble Report Form.	Trouble Report Form
Pre-Inspection Repair	AGSD personnel	Shall conduct a Pre-Inspection on the particular equipment to determine the scope of work or kind of repair to be done.	Trouble Report Form
Conduct of Repair	AGSD personnel	Shall coordinate the necessary repair of the particular equipment to the employee who will conduct the repair and shall prepare an Accomplishment Report after the repair. <i>Note:</i> If the equipment has to undergo servicing from the external party, Service Report shall be accomplished.	Accomplishment Report or Service Report
Recording and Monitoring	AGSD personnel	Shall record all repairs on the Infrastructure and Equipment History Record.	Infrastructure and Equipment History Record
End			

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6.3 Reports

Reports	Frequency	Responsible
Infrastructure and Equipment History Record	As need arises; Printing of record - Annually	AGSD
Accomplishment Report	As need arises	AGSD

7.0 PERFORMANCE INDICATOR

- 7.1 The Preventive Maintenance Schedule is updated on an annual basis.
- 7.2 All infrastructure and equipment for preventive maintenance is served based on schedule.
- 7.2.1 Infrastructure and equipment which cannot be accommodated shall have an Equipment Preventive Maintenance Waiver indicating the reason of the deferment and proposed schedule of preventive maintenance.
- 7.3 All Infrastructure and Equipment History Record are available and updated as need arises. They shall be printed annually for records purposes.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Preventive Maintenance Schedule
- 8.2 Form 2 – Preventive Maintenance Checklist
- 8.3 Form 3 – Infrastructure and Equipment History Record
- 8.4 Form 4 – Trouble Report Form
- 8.5 Form 5 – Equipment Preventive Maintenance Waiver
- 8.6 Form 6 – Equipment Accomplishment Report

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PREVENTIVE MAINTENANCE SCHEDULE

A : Annually

Inspected by: _____

[illegible]

Engr. MYRNA P. BOBADILLA
General Manager



Republic of the Philippines
TANZA WATER DISTRICT
Tanza, Cavite

PREVENTIVE MAINTENANCE CHECKLIST

Equipment:

Location:

LEGEND:

D : Daily

W : Weekly

M : Monthly

Q : Quarterly

S : Semi-annually

A : Annually

- : Minor adjustments

✓ : Good Condition

x : Needs Repair

[illegible]

Inspected by:

Noted by:

JAY M. CUSTODIO
IRMA-A

Approved by:

KAREN P. MAESTRADO
DMB-AGSD

Date _____



Republic of the Philippines
TANZA WATER DISTRICT
 Tanza, Cavite

TROUBLE REPORT FORM

Date: _____
 Equipment: _____
 Model No.: _____

TRF No.: _____
 Location: _____

CONDITION OF EQUIPMENT: _____

Requested by:

Received by:

Immediate Supervisor:

Date Received:

PRE-INSPECTION REPORT

FINDINGS: _____

RECOMMENDATION: _____

☐ Service by Internal Party

☐ Service by External Party

Inspected by:

Date:

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